

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.									
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)  Standard MWR NAF PD				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Vending Machine Repairer		NA		4820		08	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment				c. Third Subdivision					
a. First Subdivision				d. Fourth Subdivision					
b. Second Subdivision				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature				Date		Signature			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier				OPM Intro to FWS Job Grading System TS-44 Spet 81, TS-13 Sept 70, TS-1 Sept 68 Handbook of Occupational Families Aug02					
Signature				Date		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities (See Attached)									

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Vending Machine Repairer **POSITION NUMBER** 01-051A

**JOB SERIES:** 4820 **PAY LEVEL:** NA-8

**Summary of Duties:** Makes repairs to MWR vending machines. Duties include installing, troubleshooting, cleaning, repairing, and adjusting a variety of components, assemblies, and systems such as wires carbonation, dispensing, and coin-handling, using a variety of hand tools such as wrenches, pliers, soldering iron, voltage meters, circuit testers, pressure and dial gauges. Operates vehicle to transport tools and materials.

Performs other related duties as assigned.

**Skills and Knowledge:** Knowledge of where and how a variety of component parts, accessories and parts of systems such as wires and printed circuits, liquid pumps and tubing are installed. Ability to determine when parts should be cleaned and reinstalled or replaced with standard parts. Skill to repair and replace parts and to make synchronizing adjustments and settings, such as setting liquid dispensing mix according to established specifications. Skill in the use of common handtools such as wrenches, pliers, soldering iron, square, level and screwdrivers and a small variety of test equipment such as voltage meters, amp meters, circuit testers, pressure and dial gauges. Valid driver's license is required.

**Responsibility:** Supervisor assigns work orally or through work orders. Incumbent selects tools, decides on the method and techniques to use, and carries out assignments independently. Obtains standard parts such as tubing, coin changers, and electrical wiring by looking up replacement information in parts manuals or by making comparisons with samples. Ensures adjustments and settings such as voltage regulator setting and circuit tests, meet established requirements by checking and following specifications called for in repair and manufacturers' manuals. Higher-grade mechanic or supervisor gives advice on unusual problems. Completed work is checked for adherence to requirements.

**Physical Effort:** Works on location or at shop area. Stands, stoops, bends, stretches, and works in tiring and uncomfortable positions. Moderate effort is required to lift and install parts up to 40 lbs. in weight.

**Working Conditions:** Most work is performed inside. Occasionally works outside sometimes in bad weather. Exposed to dirt, dust and grease. Required to wear issued protective gear.